

Local 2252 Bylaws

ARTICLE #1

Name

This Local shall be known as Local 2252, Communications Workers of America.

ARTICLE #2

Jurisdiction

Jurisdiction of this Local shall be the jurisdiction assigned by the Union and appearing on the Face of the Local Charter.

ARTICLE #3

Objects

The objects of Local 2252 shall be to represent and serve the workers within its jurisdiction in accordance with the Bylaws and Rules of the Local and the Constitution and policies of the Union.

ARTICLE #4

Local Structure

The structure of the Local shall consist of the following:

1. Membership
2. Local Executive Board
3. Executive Officers
4. Committees

ARTICLE #5

Membership

Section #1 – Eligibility

Any person eligible for membership in the Communications Workers of America, as defined in Article V of its Constitution, shall be eligible for membership in this Local, if performing work within the Local's assigned jurisdiction, or if employed on a part-time or full-time basis by the Union.

Section #2 – Application

- A. Membership in the Local shall be obtained after the payment of the Local's initiation fee of five dollars (\$5.00). Approval of application for membership in the Local and any appeal of this section will be at the discretion of the Membership Committee authorized to accept or reject applications and to act on appeals of this section on behalf of the Local, subject to the right of the Local to overrule the decision of the Membership Committee.

- B. An agency Fee Payer who has requested a fee reduction and received an advance check for the non-chargeable portion of the fees, who applies for membership in the Local and whose application is accepted, will be eligible to vote only after receipt of repayment to the Local of the advance.

Section #3 – Transfer

The transfer of membership from this Local to the jurisdiction of another Local and from another Local to the jurisdiction of this Local shall be made in accordance with Article V of the Union Constitution.

Section #4 – Resignation

- A. In order to resign from the Union, a member must submit, in writing, by certified mail, return receipt requested, notification of intent to resign, which will be effective upon receipt of the Local.
- B. All dues, fines, assessments and other obligations owing to the International Union or Local Union must be paid.
- C. Notification for the termination of dues will be the responsibility of the member.

ARTICLE #6

Local Dues, Fines and Assessment

Section #1 – Local Membership Dues

- A. Each member of the Local shall pay minimum membership dues in accordance with convention action.
- B. Membership dues which exceed in amount the minimum membership dues may be authorized by a majority of those voting on the question, in accordance with the Local Bylaws.
- C. Membership dues may be changed only by a majority of those voting on the question by secret ballot referendum, or by a majority secret ballot vote in a meeting where a quorum is present, if the question has been advertised on bulletin boards at least seven (7) days in advance of the meeting or by notice mailed postage prepaid to each member at least seven (7) days in advance of the meeting.
- D. The dues change shall be adopted upon the approval of a majority of the members present voting on the question at such special membership meetings called for that purpose.

Section #2 – Local Special Assessments

The membership of this Local may levy special assessment only in the same manner as provided for changing Local dues. However, any special assessments levied shall be in compliance with Article VI, Section 3 of the Union Constitution.

ARTICLE #7
Governing Authority

Section #1 – Membership

The affairs of the Local shall be governed by its membership in accordance with the Constitution and policies of the union in the following manner.

- A. Through action taken in membership meeting or by referendum of the membership.
- B. Through actions and decisions of the Executive Officers, and/or the Local Executive Board between membership meetings.
- C. The action and decisions of the Executive Officers may be overruled by the Local Executive Board.
- D. The action and decisions of the Executive Officers, and/or the Local Executive Board between membership meetings may be overruled by the membership in meetings or by referendum.

ARTICLE #8
Local Meetings

- A. Regular General Membership meetings of this Local shall be held at a time and place as determined by the Local. Special meetings may be called by the President, Local Executive Board, or by a receipt of properly signed petitions signed by 20% of the membership. Such meetings shall be held within fifteen (15) days. Same provisions will apply in calling Group or Division meetings. It is the responsibility of the Local Executive Board to notify the membership of the time, place and date of the meeting (within seven (7) days of meeting).
- B. Division membership meetings shall be held quarterly at a time and place determined by the respective Division Vice-President. The President, Executive Vice-President and Secretary-Treasurer will be invited and, when available, may attend.

ARTICLE #9
Local Delegates to the Union Convention

- A. The President, Executive Vice-President, and Secretary-Treasurer will be delegates to all Union Conventions, having been so selected at the time of their election to office.
- B. Additional delegates and alternates to all Union Conventions in the calendar year shall be elected by the membership voting by secret ballot conducted not less than thirty (30) days in advance of the scheduled convention.
- C. In the event more than one delegate attends the Union Convention, the Local shall determine the convention votes assigned to each delegate in accordance with Article VIII in the Union Constitution.

ARTICLE #10
Committees

- A. The Local shall have the following regular committees:
 - 1. Education Committee
 - 2. Election Committee
 - 3. Organizing Committee
 - 4. Legislative-Political Committee
 - 5. Membership Committee
 - 6. Community Services Committee
 - 7. Civil Rights and Equity Committee
 - 8. Women’s Committee

- B. Local members shall have the opportunity to volunteer for regular committees.

- C. Members of all committees shall be appointed by a majority vote of the Local Executive Board subject to the right of the Local membership to overrule such appointments.

- D. Vacancies on the committees shall be filled in the same manner as the original appointments.

- E. A member of any Local committee may be removed by a majority vote of the Local Executive Board subject to the right of the Local to overrule the action of the Local Executive Board. A committee member may also be removed by action of the Local in a membership meeting.

- F. The Local President may appoint such other committees as may be necessary, subject to the approval of the Local Executive Board.

- G. Duties of Committees:
 - 1. Education Committee – The Education Committee shall assist in developing the Local’s education program and with the Executive Officers, be responsible for effectuating the Union’s and Local’s Educational program.
 - 2. Election Committee – The Election Committee shall conduct all nominations and elections and referenda of this Local.
 - 3. Organizing Committee – The Organizing Committee shall assist the Executive Officers, Division Vice-Presidents, Job Stewards and members organizing all eligible workers in the Local’s jurisdiction.
 - 4. Legislative-Political Committee – The Legislative-Political Committee shall assist in developing and pursuing the program of the Union and Local in the Legislative-Political field. It shall be responsible for the Local’s program to register each qualified voter and to conduct the Local’s COPE Program.
 - 5. Membership Committee – The Membership Committee or Membership Committees shall accept or reject membership application and act on any appeal of membership applications in

accordance with the by-laws and rules of this Local and Article V of the CWA Constitution and policies of the Union.

6. Community Services Committee – The Community Services Committee shall assist in developing all the community services programs.
7. Civil Rights and Equity Committee – The Civil Rights and Equity Committee shall assist in meeting the needs of the members in equity matters and also assist in EEOC matters.
8. Women’s Committee – The Women’s Committee shall educate on health, economic and social issues that affect women; encourage and support women in fighting at the Local, state and national level for legislation designed to improve the status of working women and their families; promote and encourage women to run for elected public office and support candidates; support efforts to recruit and train women organizers in CWA’s effort to organize women; and educate women on the labor movement while encouraging their involvement at all levels.

ARTICLE #11
Order of Business

A. The order of business at a local meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Reading and Action on Minutes of Previous Meeting
4. Report of Officers
5. Report of Committees
6. Unfinished Business
7. New Business
8. Adjournment

B. The orders of business may be suspended by a two-thirds vote of the members present.

ARTICLE #12
Duties of Executive Officers, Division Vice-Presidents, Chief Stewards and Job Stewards

Section #1 – Executive Officers

A. The Executive Officers of the Local shall be:

1. Local President
2. Local Executive Vice-President
3. Local Secretary-Treasurer

B. The Executive Board of Local shall be:

1. Executive Officers
2. Division Vice-Presidents

Section #2 – Local President

The Local President shall:

1. Be responsible for the conduct of all local business.
2. Preside at meetings of the Local and Local Executive Board whenever possible.
3. Be responsible for the further processing of grievances not satisfactorily settled at the First Step Level.
4. Supervise and be ex-officio member of all Local committees.
5. Approve all bills to be paid and countersign all checks drawn on the local treasury.
6. Perform whatever additional duties as may be assigned by the Local or required by the policies or Constitution of the Union.
7. Represent the Local and be chairperson of the Local delegation at all regular or special conventions and at all District, State or Area Meetings held during their term of office.
8. Shall determine the number of Chief and Job Stewards and appoint same, subject to the approval of the Executive Board, to assure maximum representation for all members, and shall have the authority to remove appointed Chief and Job Stewards for violation of the Local Bylaws and Rules, subject to the approval of the Executive Board.

Section #3 – Local Executive Vice-President

The Local Executive Vice-President shall:

1. Work under the direction of the Local President and shall perform such duties as assigned by the Local President and the Local Executive Board.
2. Assume all duties of the Local President in the event of the absence of the Local President.
3. Be a delegate at any regular or special convention held during the term of office.
4. Pay the proper bills and expenses of the Local as approved by the President, when evidenced by satisfactory statements or vouchers, by checks signed by him and counter-signed by the President, in the absence or unavailability of the Secretary-Treasurer.

Section #4 – Local Secretary-Treasurer

The Local Secretary-Treasurer shall:

1. Record and maintain the minutes of all meetings of the Local, the Local Executive Board, or Executive Officers and furnish all Local Executive Board Members and Job Stewards with a copy of these minutes within a reasonable length of time.
2. Maintain a current membership file of all members of the Local.
3. Furnish both the District Vice-President and Secretary-Treasurer of the Union with two (2) copies of any changes in the Local By-Laws within ten (10) days after such changes are made.
4. Perform such other duties as may be assigned by the Local, the Local Executive Board, or the Local President.
5. Be a delegate at any regular or special convention held during this term of office and represent the Local at all District, State or Area Meetings.
6. Certify the Local delegates to the Union Convention to the Secretary-Treasurer of the Union within the time limits specified in Article VIII of the Union Constitution.
7. Be the custodian of all assets of the Local.

8. Be bonded as must any other person who handles Local funds or some other property in accordance with the Union Constitution or any State or Federal Law.
9. Report the current financial status of the Local at each Membership and Local Executive Board Meeting.
10. Pay the proper bills and expenses of the Local as approved by the President when evidenced by satisfactory statements or vouchers, by checks signed by him and counter-signed by the President.
11. Cause the proper filing of all reports or filings required by Federal, State or Local Law and furnish copies to the Secretary-Treasurer of the Union as required.
12. Within a reasonable length of time after a request by a member, allow access to any financial records.

Section #5 – Division Vice-Presidents

The Division Vice-Presidents shall:

1. With the assistance of their Chief Stewards and Job Stewards, represent the workers within their area.
2. Attend all meetings within their division and with the assistance of their Stewards, determine the majority opinion of the members in order to properly represent them at meetings of the Local Executive Board.
3. Assist the Local President in effectuating Union policies and activities within their division.
4. Supervise the negotiations of all grievances within their division. Issues which are not settled to the satisfaction of the group shall be referred to the Local President for further consideration. They shall encourage their Steward structure to present and handle grievances at the first step of the grievance procedure.
5. Act under the direction of the Local President and perform such other duties as may, from time to time, be assigned to them by the Local Executive Board.
6. Attend all Local Executive Board Meetings, General Membership Meetings, Division Meetings and Joint Stewards Meetings.
7. Designate among their Chief Stewards one (1) to serve in any capacity of non-voting temporary Vice-President in their absence from meetings.
8. Keep the Stewards informed as to the actions taken by the Executive Board.

Section #6 – Chief Stewards

The Chief Stewards shall:

1. Assist their Division Vice-President, and act under the direction of their Division Vice-President and the Local President.
2. Attend all meetings within their group and shall be removed from their duties if they are absent, without prior approval from their Division Vice-President, from three (3) or more group meeting in succession.
3. Be delegated with the authority to negotiate grievances with the first line of supervision. Any issues not satisfactorily resolved shall be referred to their Division Vice-President in writing on grievance forms provided by the Local Office.

4. File in writing with the Local Secretary all issues of grievances of individual workers or groups of workers negotiated with the first line of management supervision.
5. In the event of a strike, assist the Local in setting up and maintaining picket lines at locations within their jurisdiction.
6. As needed, hold meetings within their jurisdiction to maintain policies of the Union, upon notifying Division Vice-President.

Section #7 – Job Stewards

The Job Stewards shall:

1. In each group, act under the direction of the Chief Steward who will assist them in representing the workers within the group.
2. Be delegated with the authority to negotiate grievances with the first line of supervision. Any issues not settled to the satisfaction of the individual shall be referred to their Division Vice-President in writing on grievance forms provided by the Local Office.
3. Attend all Job Stewards meetings within their group.
4. For assistance contact: First, their Chief Steward; second, their Division Vice-President; third, the Executive Vice-President; and fourth, the President.
5. Notify the Secretary-Treasurer of new employees in their department.
6. Approach all employees for membership into CWA.
7. Maintain Bulletin Boards as assigned by Division Vice-President.

Section #8 – Local Executive Board

The Local Executive Board shall:

1. Consist of the Executive Officers and Division Vice-Presidents.
2. Be responsible for making decisions and taking action on behalf of the Local membership between Local meetings on all matters concerning the good and welfare of the members.
3. Employ and fix the compensation of such personnel, not elected, as is necessary to carry out the business of the Local.
4. Cause an annual budget to be prepared and presented to the membership.

Article #13

Conduct of Meetings, Other Local Business and Quorum

Section #1 – Meetings

Membership meetings and any other business of this Local shall be conducted under these bylaws and rules of the Local and in conformity with the Union Constitution. On questions where the Local bylaws, the Local rules or the Union Constitution do not clearly apply, Robert's Rules of Order shall govern.

Section #2 – Quorums

- A. A majority of the Local Executive Board, or the majority of the members of a committee, shall constitute a quorum for those bodies.

- B. The number constituting a quorum for Local meetings shall be those present, provided due notice of the meeting has been given the membership of the Local. Due notice shall mean notice given at least seven (7) days prior to the meeting.

ARTICLE #14

Nomination and Election of Executive Officers, and Members of the Local Executive Board

Section #1 – Nominations

- A. Article XV of the Union Constitution requires Local Elections be conducted during the months of September, October, November and December each election year. Nominations for Executive Officers and Members of the Local Executive Board shall be made at a Local or Division Meeting called for that purpose. Reasonable notice of such a meeting shall be given to members with at least 15 days' notice of the meeting.
- B. Members have the right to nominate or self-nominate from the floor of the meeting or by petition to the Local Election Committee. A member may only be nominated for one position.

Section #2 – Local Elections

- A. Notice of election shall be sent by U.S. Mail.
- B. Election of the Executive Officers, Delegates and Alternates will be conducted Local wide.
- C. Election of Division Vice-Presidents shall be conducted in the following manner:
 - 1. The Local will be divided into five (5) Divisions. A member may nominate and vote for a Division Vice-President candidate who works in the same Division as the member.
 - 2. The Divisions are as follows:
 - a. American Airlines
 - b. AT&T
 - c. Metropolitan Washington Airport Authority
 - d. Organization of Home Care Professionals
 - e. Regional Airline Carriers
 - 3. Division Assignments due to additions, deletions and changes shall be determined by the Local Executive Board.

Section #3 – Local Election Committee

- A. The nominations and election of Local Executive Board, Delegates and Alternates to the CWA Conventions shall be conducted under the supervision of the Election Committee in the same manner as Local elections. This committee shall have the authority and responsibility to see that nominations and elections are conducted in accordance with the Union Constitution, these by-laws, federal laws, with reasonable opportunity for each member to vote for the candidates of his or her choice.
- B. The Election Committee shall also conduct any referenda submitted to the membership. The committee shall not dispose of any ballots until ordered to do so by the Local and not earlier than twelve (12) months.

- C. A member shall not be permitted to serve on the Election Committee if that member is a candidate for any office of the Local, Delegate, or Alternate to the CWA Convention.
- D. All questions concerning the conduct and challenges of Elections shall be determined by the Election Committee; subject to the Right of Appeal to the Governing Board or membership of the Local, in accordance with Article XV of the CWA Constitution.

Section #4 – General Provisions

- A. The nominee in any election receiving the majority of the votes cast shall be declared elected. If no nominee has a majority on the first ballot, the vote shall be taken again and the two (2) nominees having the greatest number of votes on the first ballot shall be the nominee on the second ballot. In elections for CWA Convention Delegates and Alternates, a plurality of votes cast shall declare the winner. If a tie renders the election indecisive for either position, a runoff election shall be conducted and the nominees who tied for such position on the first ballot shall be nominees on the second ballot.
- B. Only members of the Local in good standing shall be eligible to vote or hold office. Write in ballots will not be permitted provided proper notification of nomination has been provided.
- C. No elected Executive Board Members of the Local shall be qualified to take office unless and until he or she meets the qualifications and requirements set forth in these bylaws, the CWA Constitution, or any State or Federal law.
- D. The term of office shall be for three (3) years, or until a successor is elected.
- E. The officers shall take office on January 1st of every third year.
- F. Any officer elected in mid-term will only fill the remainder of the term of office.

Section #5 – Vacancies

A vacancy in the office of Local President shall be filled by the Local Executive Vice-President. Vacancies in other offices shall be filled in the same manner as that required for regular elections and within sixty (60) days, as required by Article XV of the Union Constitution. Vacancies in other offices occurring within the final six months of the term shall be filled by appointment of the Executive Board, subject to approval by the affected membership within 60 days.

Article #15 Strikes

- A. The calling and termination of strikes affecting this Local shall at all times be carried on in compliance with rules prescribed by the Union and Article XVIII of its Constitution.
- B. When an authorized strike is to be forthcoming, or a strike is suddenly called, the Local shall appoint a Strike Coordinator.

1. The Strike Coordinator will work under the direction of the President and the Local Executive Board.
2. The five (5) Division Vice-Presidents will act as his/her assistant and each will be responsible to him/her for carrying out his/her directions on the distribution of manpower and materials throughout the Local. They will be responsible to him/her for the continued maintenance of picket lines and assisting him/her in any other area necessary.

Article #16

Charges, Trials and Appeals

Section #1 – Charges

Members of the Local may be fined, suspended, and/or expelled, in the manner provided in these by-laws, for any of the acts enumerated in Article XIX of the Union Constitution.

Section #2 – Trials

Any accused member, including Local Executive Board Members of this Local, shall be tried under the Provisions of Article XX of the Union Constitution.

Section #3 – Appeals

A member or Local Executive Board Member of this Local, upon being found guilty by a Local Trial Court, may appeal as provided in Article XX of the Union Constitution.

Section #4 – Local Trial Court

A Trial Court of this Local shall be composed of not less than three (3) or more than seven (7) persons, who are members of this Local, and not parties to the proceedings and who shall be selected by the governing body of the Local.

Article #17

Recall of Local Executive Board Members

Any elected Local Executive Board Members of this Local may be recalled in accordance with the provisions of Article XXI, Section 2, and Article XXII, Section 8, of the Union Constitution.

Article #18

Amendments to Local By-Laws

After adoption, these bylaws may be amended by a majority of the members voting in a referendum of the Local.

Article #19

Referendum of the Local

- A. The Local Election Committee shall submit any questions to a referendum of the membership, when directed to do so by the action of a regular or special membership meeting, or by the governing body of the Local.

- B. Questions submitted to referendum shall be determined by a majority vote of those voting on the question.

Article #20
Fiscal Year Audit

- A. The Fiscal Year of this Local shall be from October 1st to and including September 30th of the succeeding year.
- B. The financial records of this Local shall be reviewed and/or audited annually by a Certified Public Accountant at the end of each fiscal year.
- C. The results of such audit shall be made available for the inspection of any member of the Local and a copy thereof shall be sent to the District Vice President.

Article #21
Right to Petition

- A. The Local Election Committee shall submit to the membership a referendum on any subject upon receipt of a petition containing signatures of twenty (20%) percent or more of the members of the Local in good standing.
- B. The notice of referendum and the ballots containing the proposition shall be submitted to the membership within sixty (60) days from the date of receipt of the petition by the Secretary-Treasurer of the Local.

Article #22
Oath of Office

Each Elected Local Executive Board Member of the Local, after meeting all other qualifications, shall be duly installed upon taking the following oath:

"I (give name) hereby accept the office (name of office) of Local (number of Local), Communications Workers of America, with full knowledge of the responsibilities and duties of such office. I promise to faithfully discharge any duties of such office. I promise to faithfully discharge any duties according to the By-Laws of the Local and the Constitution and Policies of the Union. I further promise to give my successor in office all books and records in my possession. I shall at all times endeavor to serve my Local and the Union to the best of my ability, so help me God."

Article #23
Adoption

These Bylaws shall be adopted upon approval of a majority of the members voting upon their adoption in the membership meeting called for that purpose or by referendum of the membership.

These Bylaws Adopted January 19, 1990.
Revised Bylaws Adopted June 20, 1996
Revised Bylaws Adopted September 26, 2000.
Revised as amended on April 24, 2012.
Revised Bylaws and Rules Adopted November 13, 2020
Revised Bylaws Adopted February 28, 2024